

Office of Grants and Contracts

Cash Management – Fiscal Policy, Receipts and Deposits

Accounts Receivable team in the Office of Grants and Contracts is responsible for all cash receipt initial or adjusting entries for any grant, contract coming into or out of Grants and Contracts daily. Accounts Receivable team is managed by Shanelle Roquemore.

Below is found the Fiscal Policy, detailing cash receipts, deposits, internal controls, segregation of duties and check endorsement.

Fiscal Policy 2004 – [Cash Receipts and Deposits](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/CashReceipts_20141203.pdf)

Cash Receipt form and instructions – [Cash Receipt Form](https://www.cu.edu/controller/policies/cash-receipt)

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The drop box is located in the Office of Grants and Contracts, Fitzsimons Building, 1st Floor, south main hallway (wooden locked box hanging on the wall).